

Mississauga Seniors' Council

Constitution and By-Laws

Original October, 2012

Revised: October, 2018

ARTICLE 1 – ORGANIZATION

1.1 NAME

The name of the organization is Mississauga Seniors' Council referred to herein as MSC.

1.2 LOCATION

The location is the City of Mississauga. MSC meets at various locations in Mississauga as designated by the MSC Executive.

1.3 POLICY

- MSC abides by the Human Rights Code dated March 1, 2018.
- MSC shall operate in compliance with applicable laws and other governing bodies.
- MSC shall be non-sectarian, non-political, non-racial and not-for-profit. It shall be operated democratically and in accordance with Robert's Rules of Order. MSC shall be engaged in fundraising as deemed necessary by the Executive.

1.4 PURPOSE AND OBJECTIVE

- To bring awareness of the opportunities and challenges for seniors
- Provide a forum for communicating
- Form partnerships in the community
- MSC provides leadership information to empower Seniors' Clubs Executives
- MSC assumes advocacy role to City, Provincial and Federal governments through and with United Seniors Citizens of Ontario (USCO)..

1.5 MISSION AND VISION

Mission Statement

The Mississauga Seniors' Council provides leadership to and represents Mississauga Seniors' Clubs and/or acting with integrity and due diligence when coordinating responses and issues.

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Vision Statement

To support and contribute towards Mississauga being an Age Friendly Community.

1.6 MEMBERSHIP

General Membership

Must be a Seniors/Older Adult club and/or group active in the City of Mississauga

- The club mandate should dictate age
- Provide the city with the location of their residency
- Shall be permitted to attend and participate in MSC general information meetings and forums
- Each club shall be eligible to cast one vote at general information meeting.

Representatives of Non-Member Organizations

The following representatives can participate in MSC meetings but are not members of MSC

Friends of Mississauga Seniors' Council

- Shall be permitted to attend and participate in MSC general information meetings and forums
- Friends of MSC shall be non-voting members
- Employed or volunteers with a local, (Mississauga) not for profit or for profit organization or business that provides services/goods for seniors/older adult use may be invited to attend MSC general information meetings and forums.

Guests of Mississauga Seniors' Council

MSC Executive Committee may invite such guests to join the executive or general information meetings or forum who can assist with completing the objectives of the Mississauga Seniors' Council.

- Guests can be local, municipal and regional representatives, or members of federal and provincial government or political organizations
- Attendance shall be by invitation only.

1.7 MEMBERSHIP APPLICATION PROCESS

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- Interested senior adult clubs and/or groups shall complete a MSC application form and submit completed form to the Membership Officer
- The Membership Officer shall receive applications, scrutinize them and if found correct in all respects shall present applications to the Executive Committee at the executive meeting
- Executive Committee shall review and approve or decline applications
- Membership Officer shall notify applicant of the status of their application and provide applicable information.

1.8 MEMBERSHIP DUES

- For the purpose of financing the business of MSC, the membership shall pay a registration fee of ten (\$10) per club. The Membership Officer shall collect the registration dues and fees and remit them to the Treasurer
- Members in arrears with their dues are not eligible to vote
- Accurate records of the Membership shall be maintained by the Membership Officer
- Registration dues are to be made by November 1 of each year and annual dues of ten (\$10) per club will be made by the AGM.

1.9 EXECUTIVE COMMITTEE

The Executive Committee must have a minimum of 5 elected members, and at least 80% of elected members must live in Mississauga, including at least one of either the Chair or the Vice Chair.

ARTICLE 2 – DIRECTORS

2.1 ELECTION AND TERM

The Directors shall be elected by the Members. The term of office of the Directors shall be elected for a 2 year term at the AGM, from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed. Should vacancies not be filled a further 2 year term can be extended. Each officer is eligible for 2 consecutive terms. Each additional term after that period is at the discretion of the executive.

2.2 VACANCIES

An Executive Committee member may terminate participation in MSC by submitting a written resignation to the Chair. Upon acceptance of the resignation, and based on the balance of the said term or position of the resigning officer, the Executive Committee

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shall determine whether to appoint a new officer to fill the vacancy or keep the position vacant for the said term. Should a vacancy in the Chair arise, this position shall be filled automatically by the Vice President until the next Annual General Meeting

The office of a Director shall be vacated immediately:

- If the Director resigns office by written notice to the Chair, which resignation shall be effective at the time it is received by the Chair or at the time specified in the notice, whichever is later;
- If the Director dies or becomes bankrupt;
- If the Director is found to be incapable of managing property by a court or under Ontario law; or
- If, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.3 FILLING VACANCIES

A vacancy on the Board shall be filled by a quorum of Directors to fill a vacancy among the Directors;

- If there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
- If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
- The Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.4 REMUNERATION OF DIRECTORS

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;

ARTICLE 3 - OFFICERS

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The Board shall appoint from among the Directors a Chair and may appoint any other person to be president, treasurer and secretary at its first meeting following the annual meeting of the Corporation. The office of treasurer and secretary may be held by the same person and may be known as the secretary-treasurer. The office of Chair and president may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

3.1 POSITIONS

The following positions shall constitute the Executive Committee for the purpose of managing the affairs of MSC and referred to herein as the "Executive".

* Past Chair	* Membership Officer
* Chair	* Fund Raising Officer
* Vice Chair	* Event Coordinator
* Executive Secretary	* Publicity/Web Master
* Treasurer	* Archive Secretary
* Communication Officer	

3.2 TERM OF OFFICE

The term of office for each of the Executive positions shall be two (2) years. Members serve on the Executive Committee for a maximum of two (2) consecutive terms. Each additional term after that period is at the discretion of the executive.

One person cannot simultaneously hold more than one executive position permanently.

Any Officer shall cease to hold office upon resolution of the Board.

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

3.3 DUTIES OF OFFICERS

All Officers are responsible to:

- Show due diligence
- Demonstrate sound decision making
- Perform duties specific to their role to the best of his/her ability
- Demonstrate leadership to appointed committees
- Keep members informed

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- Understand and support the goals of MSC
- Attend meetings with regularity and punctuality
- Bring forward any situations or concerns related to the work of MSC which they have observed or have been brought to their attention by a member

Past Chair

- Advisory role to the Chair
- Chair meetings and assume the responsibilities of the Chair in his/her absence and when the Vice Chair is also not available
- Act as Chair for the Election Committee, if established
- The Chair automatically becomes the Past Chair upon completion of his/her term
- Shall vote at meetings

Chair

- Preside over all monthly meetings of the MSC or designates the role.
- Prepare content and approve agenda for all MSC meetings
- The Chair is designated as the Code administrator or his/designate on the Executive Committee
- Oversee general management and administration
- Is the key contact for the MSC
- Has signing authority
- Prepares Annual Report

Vice Chair

- Assist Chair in all monthly meetings of the MSC
- Chair meetings and assume responsibilities of the Chair in his/her absence
- Has signing authority
- Arranges logistics for monthly Executive meetings, and other membership meetings, including the AGM
- Ensures MSC follows human rights processes and abides by its Code of Ethics

Executive Secretary

- Shall be the minute taker for all MSC meetings and presents draft minutes for approval
- Management of MSC records and Former Minutes of all MSC meetings

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- Ensures decisions are made and meetings follow within the guidelines of Roberts Rules of Order
- Handles all correspondence
- Has signing authority
- Responsible for communication within and related to the MSC

Treasurer

- Responsible for MSC finances by maintaining an accurate ledger of all monies received and expended
- Present monthly financial reports at the Executive meetings
- Prepare an annual financial report and present at the AGM
- Has signing authority

Communication Officer

- Responsible for communication with Govt. Officials and media, including journalists
- Prepare news releases to make important announcements and deal with inquiries from the media
- Advise members of executive on communication tasks
- Use written and verbal skills to create wide range of communication material
- Help build a positive reputation for the company.

Membership Officer

- Annual review of the need for implementing annual dues/fees
- Issue membership cards, if applicable
- Prepare, update and maintain current membership list
- Provide membership statistics to the Chair for the annual report

Fund Raising Officer

- Raise funds to further the objective of MSC
- Utilize Community sponsors for in kind and donations
- Lead the process for grant application, if applicable
- Ensure funds are available for promotional activities

Event Coordinator

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- Arrange all social activities and assists with the planning for the bi-annual information forums, special meetings and AGM
- Promote social activities and workshops to members
- Receive and act upon correspondence relating to activities
- Co-ordinate with Fund Raising Officer regarding funds and sponsorship required

Publicity/Web Master

- Promote the MSC in the Community by using the media e.g. website
- Create and distribute a Newsletter, if applicable.
- Generate and revise web pages.
- Examine and analyze site traffic.
- Serve as the server administrator

Archive Secretary

- Maintain accurate archive records.
- To work in collaboration with other secretaries providing cover as and when required.

3.4 DISMISSALS

- Any Officer or Member whose actions are considered to be in violation of the stated purpose, policies or procedures of the MSC shall be given thirty (30) days written notice to address his/her action at a special Executive Meeting.
- During the thirty (30) day period, the Officer in question shall be under suspension from the activities of the Executive and related Committees.
- At the Special Executive Meeting the Executive shall take a vote on the explanation provided by the Officer in question.
- Any Member whose actions are considered by the Executive to be offensive or in violation of the stated policy or purpose of the MSC shall be suspended from all MSC activities and/or meetings

3.5 COMMITTEES

An Executive member may solicit assistance from the membership to help with his/her portfolio. The corresponding Executive Member shall lead the Committee.

The Committee members shall perform their designated tasks without remuneration.

Committee members can maintain their role or title within the organization.

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ARTICLE 4 - MEETINGS

The following meetings shall be held to carry out the formal business of the MSC

4.1 EXECUTIVE MEETINGS

- Meetings shall be held monthly and are closed to executive committee members or invited guests.
- Meetings are held minimally, eight (8) times per year as per set annual schedule.
- A quorum shall be 50% plus one member.
- MSC shall ensure decisions are made and meetings follow within the guidelines of "Robert's Rules of Order".
- Where an emergency meeting shall be needed, the Chair or designate shall contact all executive by phone and/or email.
- Conducts its meetings, with agenda, minutes and reports.

4.2 INFORMATION MEETINGS

- General Information meetings are held minimally, six (6) times per year as per set annual schedule.
- One additional information meeting shall be considered as a mid term information forums.

4.3 ANNUAL GENERAL MEETINGS

- The AGM shall be held in the Fall of each year
- Elect new Officers. The election process can be found as By-Law 1
- Receive annual report from the Chair
- Receive financial report from the Treasurer
- Vote on amendments to the Constitution and By-Laws. See 6.1 for Amendment process
- Consider any resolutions put forward by members
- A quorum shall be 40% plus one

An Annual General Meeting (AGM) shall be held yearly, within 90 days of the fiscal year end.

Notice of the AGM meeting shall be presented to the General Membership 30 days prior to the meeting.

Purpose of the Annual General Meeting shall be:

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- Presentation of the Chair Annual Report
- Financial Report from the Treasurer.
- Election of Executive Members.
- Voting on resolutions.
- Resolutions for consideration of the board shall be brought forward to the Executive Committee, 60 days prior to the AGM date.

A quorum for meeting shall be 40% plus one of the members of the Executive Committee, plus one member.

A member of MSC is permitted to have one proxy vote for the AGM, submitted in writing prior to the start of the AGM.

The Executive Committee have the authority to call Special Meeting(s) of the full membership to deal with MSC business that require a full membership decision process.

4.4 DECISION MAKING

The Chair of the meeting shall facilitate discussion and ensure consensus. Issues shall be decided by majority of votes.

The Chair does not vote. In case of a tie, the Chair shall have a casting vote.

The Chair ensures all members are granted equal time in discussion of any issue.

4.5 MINUTES

A Secretary or a designate shall take minutes at every meeting.

A draft of the minutes shall be sent to the Chair for review. Once draft is approved by the Chair, the minutes shall be circulated to applicable executive committee members or general membership.

The minutes shall be approved at the next meeting. If changes to the draft are approved, the changes are noted in the meeting minutes, changes made to draft and re-circulated with the draft minutes of the current meeting.

The Secretary shall keep a formal copy of the minutes that are available to officers and members.

Minutes shall include:

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- Date, time, place of meeting.
- Name of Chair.
- Names of persons present and state if quorum is present.
- Approval of amendments to the previous minutes.
- All directions by the Chair.
- All motions properly moved including the names of the mover and seconder.
- If a vote is passed, but not by unanimous consent, record time of the dissention
- The result of all votes taken.
- A list of all reports or documents introduced at the meeting and/or attached to minutes
- A summary of significant points raised during the discussion of agenda items
- Time of adjournment
- Next meeting date, time and location
- Signature of Meeting Secretary and Chair, upon approval of minutes.

ARTICLE 5 – FINANCIAL MANAGEMENT

5.1 FISCAL YEAR

The fiscal year of the Mississauga Seniors' Council (MSC) shall begin October 1 and end on September 30 of the following year.

5.2 FUNDS

Funds i.e. donations, grants, membership fees, program fees, can be used to further the objectives of MSC.

5.3 BANK ACCOUNT

A bank account shall be opened in the name of Mississauga Seniors' Council.

The bank where the account is held shall be listed on the financial statements.

Executive Committee officers (Chair, Vice Chair, Treasurer or Secretary) shall act as cheque signatories.

Two signatures are required on each cheque.

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In the event that that the above named executive committee officers are related or residing in the same household, the second signatory cannot be the one who is related or residing in the same household.

5.4 TREASURER

The Treasurer is responsible for all group finances by maintaining an accurate ledger of all monies received and expended. She/he shall show transparency and accountability by presenting monthly financial reports (income statement, balance sheet) at each executive meeting and an annual financial report at the AGM.

5.5 AUDITS

Mississauga Seniors' Council (MSC) may perform an annual audit of their finances. The audit can be done by the Chair, Vice Chair, or another member of the Executive Committee Member or an outside agency.

Results of the audit shall be presented at the Executive Committee meeting prior to presenting in the Annual General Meeting.

5.6 REMUNERATION

Executive or committee members shall not receive any remuneration for the services.

Executive or committee member may be reimbursed for reasonable expenses.

Receipts are to be submitted to the Treasurer.

ARTICLE 6 - AMENDMENTS AND APPEALS

6.1 AMENDMENTS

The Constitution and By-Laws may be amended at the AGM or a special general member meeting of the MSC.

The Executive Committee shall review, recommend and approve amendments at a regular Executive meeting two months prior to the AGM.

A copy of the proposed amendments must be provided to each member/club at least 30 days prior to the AGM.

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The Board Chair shall ensure that each amendment be proposed, discussed and voted on separately.

A vote of 2/3 of eligible voters present is required.

Any change to the Constitution and/or By-Laws shall result in a revised copy being sent to all members.

A review of the Constitution and By-Laws shall be completed by the Executive Committee minimally every three years.

6.2 APPEALS

- A suspended Officer or Member of MSC has the right to appeal to the General Membership
- The Executive shall provide notice to the General Membership of a Special Meeting to be held no later than 30 days from the date requesting the appeal
- The Officer or Member in question shall be given an opportunity to explain his/her position
- All Members in good standing and present at the Meeting shall be entitled to vote
- At least a sixty-seven percent (67%) majority of Members present shall be required to carry the vote
- The decision shall be final and not subject to review.

6.3 DISSOLUTION

The Executive Committee shall propose dissolution of Mississauga Seniors' Council to its membership at a special meeting. The process for advertising and conducting this meeting shall be in accordance with Bylaw 3.3.

At the dissolution of Mississauga Seniors' Council, after all debt and liabilities are liquidated, any remaining assets shall be donated to a Mississauga based seniors/older adult organization. Proposed recipients of the MSC funds and assets shall be made in writing to the Board Chair, 30 days prior to the special dissolution meeting.

The Chair shall present each of the proposed organizations to the membership present at the special dissolution meeting. The decision shall be made by a 2/3 majority of votes present at the meeting.

At the dissolution of the MSC, after all debts and liabilities have been liquidated, any remaining assets and property shall be donated to another charitable seniors' organization

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ARTICLE 7 - ANNUAL REPORT

MSC Executive Committee, under the direction of the Chair, shall write an annual report that highlights their successes, discloses their budget and financial status and shares applicable information about their membership and programs. This report shall include at minimum:

Name of group

Date of AGM

List of Executive Committee, their names and roles and list of any established Committees and their Members

Number of total membership (Executive and General) at end of the fiscal year

Number of activities/programs offered

Number of volunteers

Accomplishments – summary from each officer and committees

Budget and Financial Status at end of the fiscal year

Objectives/priorities met

Next year's objectives/ priorities

Signature of Chair

The Chair shall review the Annual Report with membership at the AGM and make available for those unable to attend the AGM.

A copy of the annual report shall be given to the City of Mississauga, group liaison.

ARTICLE 8 – ROLE OF THE CITY OF MISSISSAUGA

8.1 ROLE OF STAFF LIASON

The City of Mississauga can assign a staff liaison to MSC to assist with the development of the community group.

The liaison shall support MSC by:

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Assisting with writing/amending their Constitution and By- Laws

Assisting with and attending the AGM (where possible)

Providing guidance and insight in civic matters

Forward organization information to be publicized in city brochures, websites and distribution lists

May sit on the Executive Committee in a non-voting, ex-officio capacity and attend meetings when possible.

BY-LAWS

1 - ELECTION PROCEDURES

1.1 NOMINATION PROCEDURES

No less than sixty (60) days prior to the AGM, notice shall be made available (website or email) to the voting membership of MSC along with nominating forms of positions to be filled by way of election.

This process shall constitute the MSC to call for nominations.

Formal nominations are to be received by the Chair, no less than 30 days prior to the AGM.

An executive candidate must be a voting member of MSC in order to be considered.

Nominations will be taken from the floor.

1.2 ELECTION PROCEDURES

Each voting club shall receive a proposed slate of individuals and ballots or voters card to ensure that each club has a single vote.

The Executive Committee shall determine prior to the start of the meeting whether ballots or voting cards shall be used.

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The chair shall read aloud the proposed slate of the confirmed names of members willing to stand as a director.

1.3 PROXIES

- Proxy votes are allowed if the Chair is notified in advance and in writing.

1.4 SWEARING IN THE NEW OFFICERS

At the conclusion of the nominations, the Chair shall read out the names of the new slate of the newly-elected directors shall be sworn in by the Chair or past Chair, using this oath;

"I do sincerely pledge to honour the duties of my Office to the best of my ability and in accordance with the principles of the Mississauga Seniors' Council"

Following the swearing-in, the newly elected Officers shall begin their term. .

1.5 FIRST MEETING AFTER THE AGM

A motion to confirm the election shall be the first order of business at the subsequent MSC executive meeting.

A motion to destroy the election ballots (if any) shall be the second order of business at the same meeting.

2 – CONFLICT OF INTEREST

A conflict of interest is defined as a situation which an officer, who is in a position of trust, has a professional or personal interest that competes with the best interest of MSC and its membership. Such competing interests can make it difficult for an officer to perform his/her duties and responsibilities objectively.

A conflict of interest exists even if no unethical or improper act results.

A conflict of interest can create an appearance of impropriety that can undermine confidence in MSC and its efforts.

2.1 DISCLOSING CONFLICT OF INTEREST AT A MEETING

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If an Officer has or suspects he/she has a conflict of interest, direct or indirect, in any matter and is present at an Executive meeting, the Officer shall:

- Disclose the conflict of interest.
- Not take part in the discussion or the vote.
- Not influence the vote of others.
- Leave the meeting when the matter is under consideration.

2.2 DISCLOSING CONFLICT OF INTEREST AFTER A MEETING

If an Officer is not at the meeting where a conflict of interest arises, he/she shall disclose the conflict of interest at the first meeting attended by the said Officer.

2.3 CONFLICT OF INTEREST STATEMENT

All Officers must sign and abide by a Conflict of Interest Statement as approved by the Executive Committee of MSC.

3 - CODE OF CONDUCT

The Code of Conduct reflects a commitment to MSC values and provides a framework to guide ethical conduct in a way that upholds integrity. Executive Committee and Committee members are expected to behave in a way that aligns with the code.

3.1 CORE VALUES

All Executive Committee and general members shall act with impartiality and integrity
Members shall demonstrate respect, transparency and accountability.

3.2 GUIDING PRINCIPLES

Have a responsibility to act in good faith and to place the interest of MSC above own private interests.

Know that when there may be a real or potential conflict of interest, it must be disclosed at the first opportunity.

Behave in a way that demonstrates that behaviour and actions are respectful, fair and reasonable.

Encourage all executive committee members to act fairly and ethically.

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Encourage feedback from the membership creating a welcoming environment.

All questions regarding the Code and how to apply the principles should be directed to the Chair.

Understand that breaches of this code may result in disciplinary action, up to and including suspension or termination from their position and membership of MSC.

Executive Committee members shall confirm (on an annual basis) their understanding of, and commitment to, the expectations of the Code of Conduct.

3.3 BEHAVIOUR STANDARDS

Must not engage in criminal activity and must comply with all relevant laws, regulations, policies and procedures.

Must not use the status or position with MSC to influence, benefit or advantage them.

Contributes and commits to a safe and healthy environment that is free from discrimination, harassment and violence.

Must not use drugs or alcohol in a way that affects performance and safety of themselves or others or negatively impacts the reputation of MSC.

Must act in a way that is consistent with MSC protocols on public content.

Must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict between private interests and the interests of the club.

Possible examples; Use of confidential information.

Gifts and gratuities

Political activity

Outside activities that conflict with goals of the club.

Relationships that might question impartiality.

Signed Code of Conduct is maintained after the person is no longer a board or committee member of MSC.

3.4 REPORTING PROCESS

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The Chair is designated as the Code administrator or his/designate on the Executive Committee

The Code administrator receives and ensures the confidentiality of all disclosures, is responsible for providing advice, managing the concerns, and ensuring procedural fairness.

Disclosure of all real or apparent conflicts of interest must be declared in writing to the Code Administrator; about oneself or another.

The Code Administrator promptly reviews the circumstance and details of the potential breach.

The identity of the reporter shall not be disclosed unless required by law.

The alleged member has the right to complete information and the right to respond.

The Code Administrator makes a decision and completes a report of the review in a timely manner.

The decision may range from no potential breach to one that reveals suspected criminal conduct.

If an officer or committee member does not comply with the standards of behaviour identified in the Code of Conduct, they may be subject to disciplinary action up to and including removal from their office or MSC.

A request in writing can be made to the Chair or his/her designate.

4 – LEGAL RESPONSIBILITIES

4.1 INDEMNIFICATION

MSC shall indemnify and save harmless the Executive Committee from all costs, charges and expenses that he/she sustains or incurs in or about any action, suit or proceedings that is brought against him/her in respect to any act done or permitted by him/her in the execution of the duties of his/her office.

An Executive Committee that is proven to be in neglect shall incur all costs that are associated with the legal proceedings.

4.2 MEMBER INFORMATION AND PRIVACY

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All information collected from the membership including but not limited to name, address, phone numbers e-mail addresses shall be protected in accordance with applicable laws and only shall be used for the purposes of communication on MSC matters.

Personal information shall be kept secured.

If membership information is to be shared, each member must sign a release of information form.

Membership information shall not be distributed to any external group.

4.3 INSURANCE

MSC Executive Committee shall identify, decide and purchase any insurance for the organization members (i.e. Liability/errors and omissions insurance for the protection of the Executive Committees of MSC.

This updated and amended Constitution and By-Laws is ratified by the Executive on 2018-11-08 and approved by the members at the AGM or special meeting on 2018-11-15.

Name of Chair or President: Robert Harrick

Signature: 

Date: 2018-11-15

Name of Secretary: Andrew Lee

Signature: 

Date: 2018-11-15

Approved:

Adopted: 